

## List of Proposed Changes to CCFF Constitution and By-Laws

### Proposed Constitutional Amendments

*Constitutional amendments require approval of 2/3 of the members present at the annual meeting.*

1. **Executive Board:** Change of date when annual budget is presented to membership

### Proposed By-Laws Amendments

*By-laws amendments require approval of the majority of members present at the annual meeting.*

1. **Election of Executive Board Officers:** Creation of three new elected positions and eligibility to run for those positions: Member-at-large (full-time), Member-at-large (part-time), Member-at-large (non-instructional).
2. **Election of Executive Board Officers:** Addition of eligibility requirements to run for COPE Chair.
3. **Election of Executive Board Officers:** Change in election procedures to allow online voting.
4. **Election of Executive Board Officers:** Change in date newly-elected officers assume office.
5. **Election of Executive Board Officers:** Addition of language describing succession if president cannot fulfill term.
6. **Duties of Officers:** Addition of language describing overall responsibilities of officers.
7. **Duties of Officers:** Change in duties of Vice President (Full-Time) and Vice President (Part-Time)
8. **Duties of Officers:** Addition of duties for Contract Development Chair.
9. **Duties of Officers:** Change in duties for Members-at-Large and COPE Chair.
10. **Committees:** Removal of the following standing committees: Finance, Leadership Development, Communications. Addition of Negotiation Team.
11. **Committees:** Change in how chairs of special committees are appointed.
12. **Committees:** Two proposals to change the description of COPE Committee. One proposal includes provision for allowing Executive Board to earmark a portion of member dues to go to the COPE fund.
13. **Committees:** Move description for Negotiations Team from contract ratification to this section. Change description.
14. **Contract Ratification:** Change in process for ratifying contract
15. **Revenues:** Change in language relating to when dues are collected

16. **Dues:** Change in language reflecting current dues and allowing this section to automatically change when dues are changed.

17. **Amendment:** Change in procedure to amend by-laws

### **How to Read the Proposed Amendments**

The original language of the text is presented in normal type. **New language appears in boldface.** ~~Language that has been removed has been struck through.~~

Some of the amendments use **Section X** instead of a section number. The **X** is a placeholder as section numbers will change if the by-laws are amended.

1 **Constitutional Amendment 1**

2 **Executive Board:** Change of date when annual budget is presented to membership

3 **Section 2.** The Executive Board shall prepare, and present to the general membership, an annual  
4 budget **at the first membership meeting of the academic year.** ~~in the month prior to the~~  
5 ~~beginning of each academic year.~~

1 **By-Laws Amendment 1**

2 **Election of Executive Board Officers:** Creation of three new elected positions and eligibility to  
3 run for those positions: Member-at-large (full-time), Member-at-large (part-time), Member-at-  
4 large (non-instructional).

5 **Section 1.** Every two years the organization shall elect the following officers:

- 6 a. President
- 7 b. Vice-President/Full-time Faculty
- 8 c. Vice-President/Part-time Faculty
- 9 **d. Member-at-Large (Full-time)**
- 10 **e. Member-at-Large (Part-time)**
- 11 **f. Member-at-Large (Non-instructional)**
- 12 d. Secretary
- 13 e. Treasurer
- 14 f. Communications Chair
- 15 g. Committee on Political Education Chair
- 16 h. Contract Development Chair
- 17 i. Membership Chair

18 **Section 2.** Any member in good standing in the CCFF for a period of forty-five days  
19 prior to the date of the election shall be eligible for office.

20 **Section 3.** ~~With the exception of the offices of the Vice-President/Full-time Faculty~~  
21 ~~and Vice-President/Part-Time Faculty,~~ any member in good standing is eligible for any office  
22 **with the following exceptions:**

- 23 a. Only probationary or tenured full-time faculty are eligible for the office of Vice-  
24 President/Full-time Faculty **and Member-at-Large (Full-time).**
- 25 b. Only part-time faculty are eligible for the office of Vice-President/Part-time Faculty **and**  
26 **Member-at-Large (Part-time).**
- 27 c. **Only non-instructional faculty who are scheduled by hours instead of LHE or TU, such**  
28 **as counselors, librarians, and instructional specialists, are eligible for Member-at-Large**  
29 **(Non-instructional).**

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1 **By-Laws Amendment 2**

2 **Election of Executive Board Officers:** Addition of eligibility requirements to run for COPE  
3 Chair.

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5 **d. The Committee on Political Education Chair must be a contributing member of the**  
6 **COPE Committee.**

1 **By-Laws Amendment 3**

2 **Election of Executive Board Officers:** Change in election procedures to allow online voting.

3 **Section 8.** Each candidate may receive a list of CCFF members within 30 days of the election.  
4 inspect (not copy) the CCFF membership list once  
5 within 30 days of the election. No candidate is entitled to receive a copy  
6 of the list.

7 **Section 9.** The CCFF will honor any reasonable request by a candidate to distribute  
8 campaign literature to members at the candidate's expense. Requests will  
9 be honored in the order received.

10 a. Campaign literature **to be mailed** must be provided to the Election Committee in sealed,  
11 stamped envelopes which are ready for mailing. ~~Each candidate should check~~  
12 ~~with postal officials to determine the proper postage.~~

13 b. Candidates must pay for the cost of address labels at a rate determined by the  
14 Election Committee.

15 c. Candidates must pay the CCFF for the cost of putting address labels on the  
16 envelopes containing campaign literature at a rate to be determined by the  
17 Election Committee.

18 **d. Candidates may place their own campaign literature in campus mailboxes.**

19 **Section 10.** Candidates may not use CCFF or Cerritos College district email systems from  
20 which to send electronic campaign literature. Candidates may, however, send  
21 electronic campaign literature from their private email providers to users of the  
22 CCFF or Cerritos College district email systems.

23 **Section 11.** ~~Ballots shall be mailed to part-time faculty fifteen (15) days prior to the election.~~

24 **Elections may be held using paper or electronic ballots.**

25 ~~a. The Election Committee shall prepare and send ballots to part-time faculty in~~  
26 ~~such manner as to insure the secrecy of the ballots fifteen (15) days prior to~~  
27 ~~the election.~~

28 ~~b. Ballots shall be returned to elections officials designated by the Election~~  
29 ~~Committee and in such a manner as to insure their secrecy.~~

30 ~~c. Ballots shall not be mailed to full-time faculty. Polling place or places shall~~  
31 ~~be provided for full-time faculty to vote on-site on the day of the election.~~

32 ~~d. Part-time faculty may deposit their ballots in the polling place(s), rather than~~  
33 ~~via the mail, if they wish.~~

34 **a. One week before the voting deadline, the Election Committee shall prepare the ballot**  
35 **and email all full-time and part-time union members to notify them that the ballot is**  
36 **available. Members will be emailed at their official Cerritos College email address.**

37 **c. No ballot will be accepted after 7:00 p.m. of the last day of election. This**

38 ~~includes ballots postmarked before 7:00 p.m. of the day of election~~  
39 d. Ballots will be counted by the Election Committee beginning at 8:00  
40 p.m. on **the last day of the election** ~~election day.~~

41 **Section 12.** Candidates are entitled to have observers present at **tally of votes** ~~the polls and the~~  
42 ~~tally of ballots.~~  
43 a. Observers must be members of the CCFF.  
44 b. Candidates are prohibited from serving as observers  
45 c. Candidates shall provide the names of their observers in writing to the Election Committee  
46 prior to election day..

1 **By-Laws Amendment 4**

2 **Election of Executive Board Officers:** Change in date newly-elected officers assume office.

3 **Section 15.** Successful candidates shall assume office **the day following the last day of the**  
4 **academic year. In the case of a special election, successful candidates shall assume office**  
5 **within ten (10) days of the conclusion of the election.**

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10 **By-Laws Amendment 5**

11 **Election of Executive Board Officers:** Addition of language describing succession if president  
12 cannot fulfill term.

13 **Section 19.** If the President is unable to fulfill the remainder of his/her term, the Vice  
14 **President/Full-time or Vice President/Part-time will act as president until the next election.**  
15 **The appointment of an acting president must be approved by a majority vote of the**  
16 **Executive Board.**

17 **If neither vice president can serve as president, a special election will be held following the**  
18 **procedures outlines in Sections 7-16.**

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1 **By-Laws Amendment 6**

2 **Duties of Officers:** Addition of language describing overall responsibilities of officers

3 **Section 1. All officers are expected to regularly attend executive board meetings,**  
4 **membership meetings, division meetings, the annual meeting, the strategic planning**  
5 **retreat, and CFT training related to their union work. Officers are also expected to be**  
6 **available to attend 3-4 Cerritos College Board of Trustees meetings each year.**

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11 **By-Laws Amendment 7**

12 **Duties of Officers:** Change in duties of Vice President (Full-Time) and Vice President (Part-  
13 Time)

14 **Section 2:** The Vice-President, Full-time Faculty, shall

- 15 a. assume the duties of the President in the event of his or her  
16 absence, illness or death, ~~oversee and assist the Division Representatives in their duties,~~  
17 b. with the Vice-President/Part-time Faculty, oversee the work of and receive regular reports  
18 from the Membership ~~Chair and Leadership Development Committees,~~  
19 c. perform other duties as delegated by the President or assigned by the Executive Board,  
20 d. co-sign financial instruments in the absence of the President or Treasurer.

21 **Section 3:** The Vice-President, Part-time Faculty, shall

22 a. ~~chair, ex officio, the Part-Time Faculty caucus,~~

23 **a. assume the duties of the President in the event of his or her**  
24 **absence, illness or death**

25 b. with the Vice-President/Full-time Faculty, oversee the work of  
26 and receive regular reports from the Membership ~~Chair and Leadership Development~~  
27 ~~Committees,~~

28 c. perform other duties as delegate by the President or assigned by  
29 the Executive Board,

30 b. co-sign financial instruments in the absence of the President or  
31 Treasurer.

1 **By-Laws Amendment 8**

2 **Duties of Officers:** Addition of duties for Contract Development Chair

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4 **Section X. The Contract Development Chair shall**

5 **a. coordinate the work of the Contract Development Committee**

6 **b. perform other duties as delegated by the President or assigned by the Executive Board**

1 **By-Laws Amendment 9**

2 **Duties of Officers:** Change in duties for Members-at-Large and COPE Chair

3 ~~Section 8. Chair of the The Committee of Political Education shall~~

4 ~~coordinate political actions that are relevant to the professional well-being of~~  
5 ~~Cerritos College faculty. Such political actions include but are not limited to the~~  
6 ~~elections of Board of Trustees members and State of California office holders,~~  
7 ~~identifying state-wide political actions that affect the funding of the community~~  
8 ~~colleges, and organizing faculty to participate in political actions.~~

9 **The Committee on Political Education Chair shall**

10 **a. coordinate the work of the COPE Committee**

11 **b. perform other duties as delegated by the President or assigned by the Executive Board**

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13 ~~Section 9. The Member at Large shall~~

14 ~~assist the President and other Executive Board members.~~

15 **The Members-at-Large shall:**

16 **a. serve as liaisons to divisions and/or division representatives**

17 **b. communicate regularly with their constituencies by holding meetings, open forums,**  
18 **workshops, and conducting one-on-one conversations with bargaining unit members**

19 **c. perform other duties as delegated by the President or assigned by the Executive Board.**

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1 **By-Laws Amendment 10**

2 **Committees:** Removal of the following standing committees: Finance, Leadership  
3 Development, Communications. Addition of Negotiation Team.

4 **Section 1.** The standing committees of the organization shall be

5 a. Contract Development

6 b. Elections

7 ~~e. Finance~~

8 d. Grievance

9 ~~e. Leadership Development~~

10 f. Membership

11 g. Political Education

12 ~~h. Communications~~

13 **x. Negotiation Team**

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16 **By-Laws Amendment 11**

17 **Committees:** Change in how chairs of special committees are appointed.

18 **Section 3.** The chairs of special committees will be appointed by the president but these  
19 appointments must be approved by the majority of the Executive Board. Committee chairs  
20 will appoint the members of their committees, but these appointments must be approved by  
21 a majority of the Executive Board.

1 **By-Laws Amendment 12**

2 **Committees:** Two proposals to change the description of COPE Committee. One proposal  
3 includes provision for allowing Executive Board to earmark a portion of member dues to go to  
4 the COPE fund.

5 **12A**

6 **Section 14.** Committee for Political Education shall **consist of union members who voluntarily**  
7 **contribute to the COPE fund. The committee shall** secure voluntary contributions to  
8 support the political work of the organization; screen and recommend  
9 ~~endorsement of candidates to endorse~~ for local, state and federal office ~~to the~~  
10 ~~Caucuses;~~ and develop programs to promote the **political education and action of union**  
11 ~~members registration of persons to~~  
12 ~~vote and to support the election of candidates endorsed by the Caucuses.~~

13 OR

14 **12B**

15 **Section 14.** Committee for Political Education shall secure voluntary contributions to  
16 support the political work of the organization; screen and recommend  
17 endorsement of candidates for local, state and federal office to the  
18 Caucuses; and develop programs to promote registration of persons to  
19 vote and to support the election of candidates endorsed by the Caucuses.

20 **Members of the local union may make contributions to COPE directly or through payroll**  
21 **deduction. In addition, the Board may earmark a portion of member dues for COPE. This**  
22 **amount may be changed from time to time by majority vote of the board. COPE may**  
23 **accept contributions from persons who are not members subject to the approval of the**  
24 **board.**

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1 **By-Laws Amendment 13**

2 **Committees:** Move description for Negotiations Team from contract ratification to this section.  
3 Change description.

4 ~~Section 1. The negotiating team chair and members shall be appointed from the membership of~~  
5 ~~the Collective Bargaining Committee by the President, with the approval of the Executive Board.~~

6 ~~Section 2. The negotiating team shall bargain with the District in the best interest of all Cerritos~~  
7 ~~College faculty. Those interests include compensation, health insurance, retirement benefits,~~  
8 ~~workplace conditions, and other areas.~~

9 **Section X. The Negotiation Team shall bargain with the District in the best interest of all**  
10 **Cerritos College faculty.**

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15 **By-Laws Amendment 14**

16 **Contract Ratification:** Change in process for ratifying contract

17 **Section 3.** The negotiated contract shall require the approval and recommendation of the  
18 Executive Board **before it is presented** for ratification by the CCFF membership.

1 **By-Laws Amendment 15**

2 **Revenues:** Change in language relating to when dues are collected

3 **Section 2.** Dues shall not be collected for **intersessions or summer sessions.** ~~Summer Sessions.~~

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7 **By-Laws Amendment 16**

8 **Dues:** Change in language reflecting current dues and allowing this section to automatically  
9 change when dues are changed.

10 **Section 1.** The dues for full-time faculty shall be **\$98.24** ~~by sixty-seven dollars (\$67)~~ per regular  
11 paycheck, based on a ten pay-period year. In all cases, dues for full-time  
12 faculty will equal **\$982.40** ~~six-hundred-fifty dollars (\$670.00)~~ per year.

13 **Section 2.** The dues for part-time faculty shall be **\$22.69 per regular paycheck** ~~fifteen dollars~~  
14 ~~(\$15) per paycheck.~~

15 **Section 3. This article may be changed to reflect changes in dues as needed.**

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20 **By-Laws Amendment 17**

21 **Amendment:** Change in procedure to amend by-laws

22 **Section 1.** Any member of the organization may present a proposed amendment to  
23 the bylaws at any regular meeting of the **Executive Board** ~~Representatives Council~~, which  
24 shall notify the membership of the proposed amendment no later than  
25 fourteen (14) days prior to the next annual membership meeting.

26 **Section 2.** A simple majority of those members present and voting at the annual  
27 membership meeting shall be required for passage of the amendment.

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